

Flex Time FAQ & Guidelines



What is Flex Time?

Flex time is essentially synonymous with compensatory time. Certain positions are eligible for flex time*. If you are in one of those positions, you receive an annual salary to compensate you for your performance. Flex time ensures that regardless of how much time you take off during any given year, you will receive your full annual salary. Flex time is granted in lieu of Paid Time Off (PTO).

What do I use Flex Time for?

Flex time is used for time off. Some examples may include vacation, sick time, personal time, bereavement leave, holidays, civic/jury duty, Family Medical Leave of Absence (FMLA), Medical Leave of Absence (MLOA), and Personal Leave of Absence (PLOA). The amount of time that is allowed to be taken for bereavement leave, military leave, FMLA, MLOA, PLOA, civic/jury duty, and holidays is dictated by the specific policy.

How many hours am I required to work per year?

All Nebraska Medicine colleagues are required to work up to their full time equivalent status (FTE). Most colleagues that are eligible for flex time are 1.0 FTE's, which equates to 2,080 hours per year or 40 hours per week. There are certain positions which likely work more than 40 hours per week. As accountable, high performing colleagues, we trust that you will continue to meet individual goals and business outcomes.

What happens if I transfer to a position that is not eligible for flex time?

If you transfer to a position that is not eligible for flex time, you will be eligible to accrue PTO when you transfer to the new role. You will accrue PTO based on your years of service. If applicable, your previously deleted EIB balance will not be reinstated based on the HR 48 EIB policy.

Is there a limit to how much time off I can take?

Flex time will not be tracked. As an accountable colleague who is responsible for achieving business outcomes, we trust that you will not abuse the flex time benefit. A reasonable amount of time off to take each year would range between 4-6 weeks.

Can I be denied use of flex time?

If you are not in good standing, are not achieving your individual incentive goals, or if there is a significant disruption to the business, you may not be granted the use of flex time.

How do I request time flex time?

Please talk to your level-up to determine his/her preferred method of requesting flex time.

What happens if I go on an approved leave of absence?

Colleagues covered under flex time are expected to apply through Matrix (our third-party leave administrator) for FMLA or a Medical Leave of Absence (MLOA) to initiate a leave of absence. If you are on an approved FMLA or MLOA for your own serious health condition, you will use flex time for the first 40 hours of leave (as dictated by the Leave of Absence policy). You are then eligible for Short Term Disability, which provides up to 60% of base pay and Payroll will utilize flex time for the supplemental 40% of your base pay. If you are out of work on an approved FMLA to care for a family member, you can utilize flex time to supplement up to 100% of your base pay.

What happens if I go on a personal leave?

If you are out of work on an approved PLOA, you will be eligible to utilize up to six weeks of flex time. If your leave extends beyond six weeks, the remainder of the leave will be unpaid.

*Dually employed physicians, CRNA's, Physician Assistants (PAs), Nurse Practitioners (NPs), Certified Nurse-Midwives (CNMs), Perfusionists, Sr Associate General Counsels, Associate General Counsels, Managers, Directors, Executive Directors, Vice Presidents, and Chiefs do not accrue PTO.